Establishing a connection to DHMH for Meaningful Use Data Transfer

DHMH currently supports the following data transport methods for Meaningful Use Public Health data submission.

A. Web Services (*available for Immunization data submission*)
    Please contact the DHMH Immunization Registry staff to get this set up: (410)767-6606.

B. HTTPS (*Cancer data submission only*)
    DHMH will connect you to the Maryland Cancer Registry's vendor Westat, Inc. to set this up (takes up to 8-10 days); questions can be directed to: (410)767-7213.

C. VPN via HIE (CRISP) (*ongoing submissions only*)
    For hospitals or providers already connected to CRISP, please note that the data you are currently submitting to CRISP may not be routed to DHMH unless you notify both CRISP and DHMH to have your data routed from CRISP to DHMH. You can contact CRISP at 877-95-CRISP (27477).

D. Secure File Transfer Protocol (SFTP) (*test and some ongoing submissions*)
    Please follow the instructions below to connect to DHMH using this transport method:

    1. You will need an SFTP client to transmit your data.
        a. If you already have an SFTP client, please proceed to step 2.
        b. If you do not have an SFTP client, we have attached instructions to download an SFTP client. You can either download a windows-based SFTP client (Attachment A) or command-based SFTP client (Attachment B). These are just two of the available SFTP clients; you can also use or download other SFTP client that you may be familiar with.

    2. The hostname to connect and establish a connection to DHMH is meaningfuluse.dhmh.maryland.gov
        (or immunet.dhmh.maryland.gov for Immunization data only)

    3. Request a username and password from DHMH.

Submitting Your Data

Before you submit your data, please be sure to fill out the <u>DHMH MU registration</u> to provide required information.

Follow the <u>DHMH/HL7 specifications</u> to create a HL7 message from your certified EHR system. The generated test file can then be sent to DHMH using one of the above transport methods.

When you are ready to send your HL7 test file, please label your file with your practice/facility abbreviated name and NPI, for example, PracticeName_NPI2345678901.hl7 or ABCHospital_NPI2345678901.hl7. *Do not use any spaces in the file name.*
For multiple providers in a shared physical location using the same EHR system, use the group or practice NPI. Only a single test file needs to be sent in this case.

Submit your file using one of the above transport methods and please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.

Contact for Help

If you need help connecting, have questions about your test file or HL7, please contact: dhmh.mu_ph@maryland.gov

Attachment A – Download a **Windows-based** SFTP client

Please follow the steps below to download an SFTP client and create/establish a connection to DHMH:

1. Download a free SFTP client from Tunnelier at either of the following URL:
   http://www.bitvise.com/tunnelier-download

2. After selecting the download link, the following pop-up will appear. Click Run.
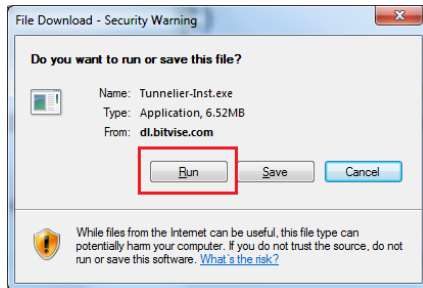
3. When the download is complete, you will see the following. Click Run.
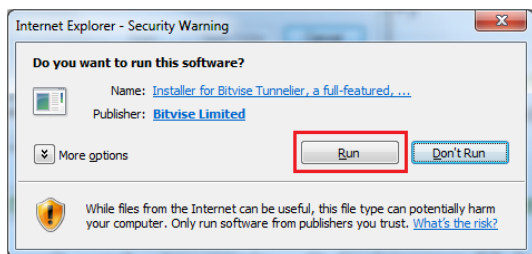
4. At the next pop-up, check the box to agree with the term and licensing conditions. Then click to Install.
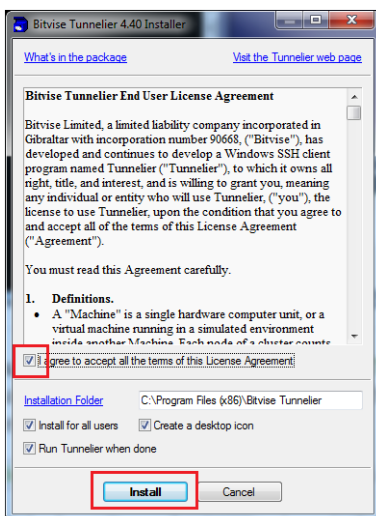
5. When the installation is complete, click OK.
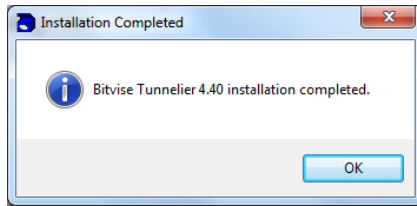
6. Enter the host 'meaningfuluse.dhmh.maryland.gov' (or 'immunet.dhmh.maryland.gov' for Immunization data only). *You must request a username and password*. Under Initial method, select 'password' to enter the password.
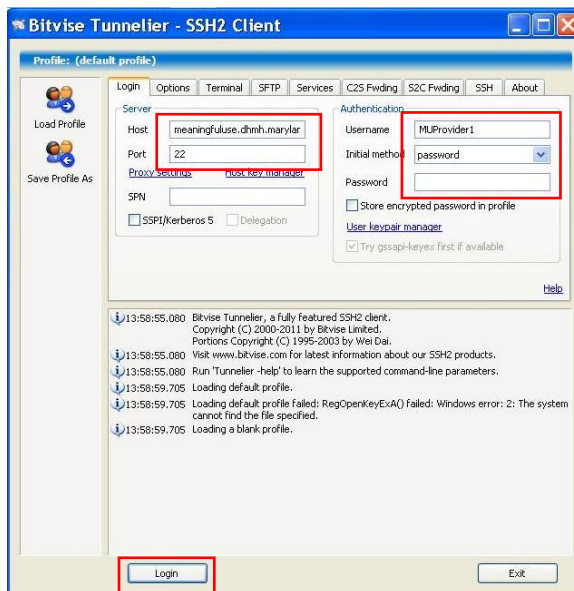

7. If asked about Host Key Verification, you can select either 'Accept and Save' (if you plan to sign in again) or 'Accept for This Session' if you only plan to sign in once.

8. When you are signed in, a new window will pop up showing two panels; the one on the left showing local files (from your computer desktop) and the other on the right showing remote files (DHMH SFTP server). *Note: Each DHMH SFTP account is tied to its own workspace and a client will be able to load files only to his/her allocated space.*
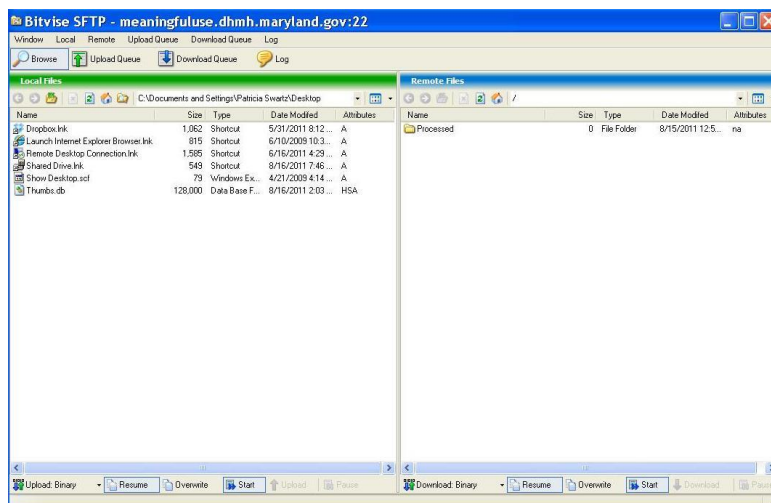
9. In the left panel (your computer), if your data to be submitted is not on your desktop, you can select the 'Browse for Folder' to where you stored your data to be submitted.
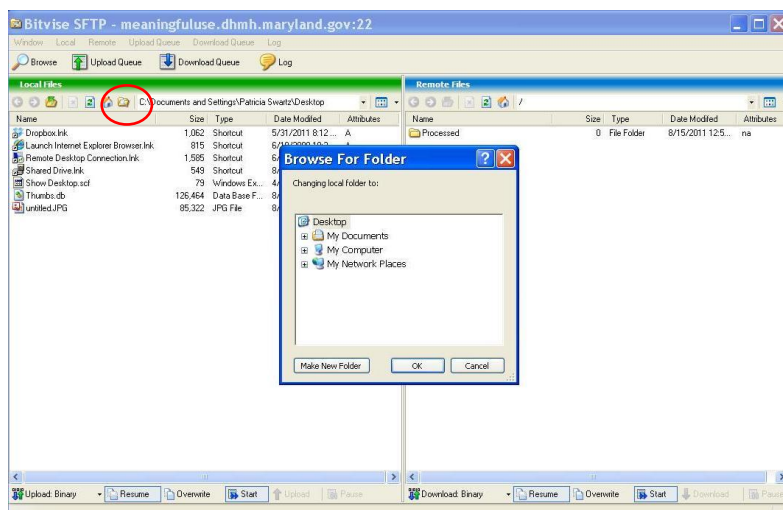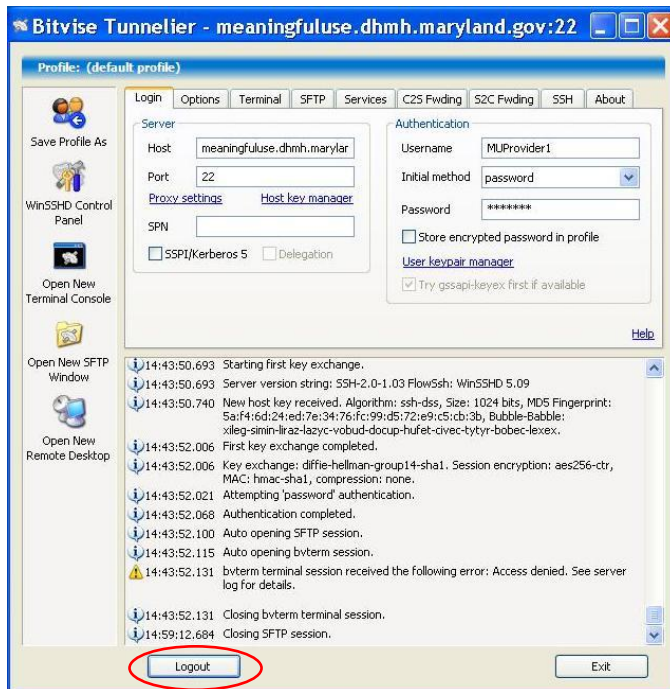

10. Click to highlight the data file(s), click upload (bottom of panel), or drag the file to the DHMH SFTP server (right panel), and the file will be transferred (copied over).
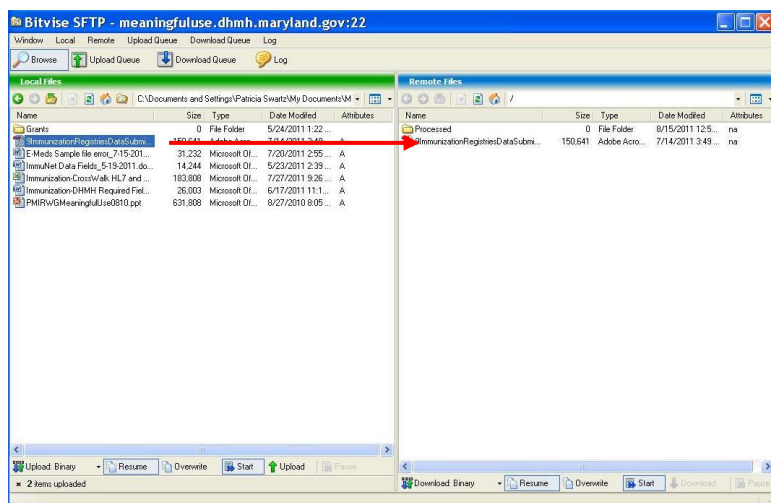
11. You may close the console when you are done.
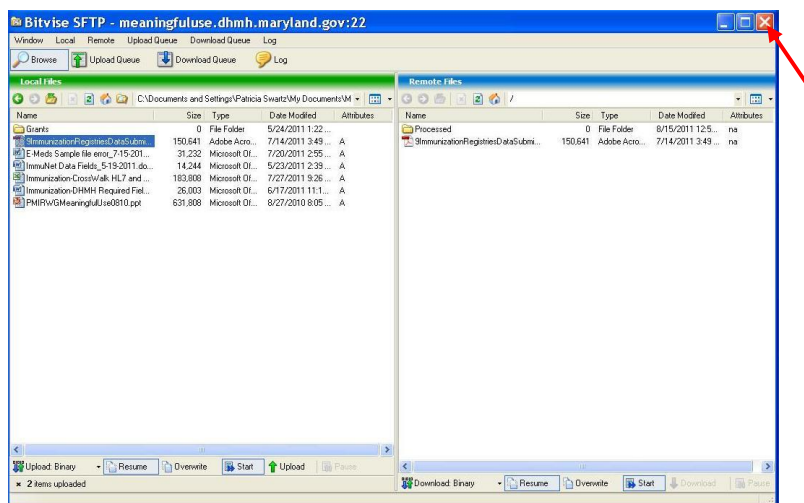

12. Please remember to logout and exit.

Note: *Please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.*

Attachment B – Download a **Command-based** SFTP client

Please follow the steps below to download an SFTP client and create/establish a connection to DHMH:

1. Download a free SFTP client from the open source product PuTTY at the following URL: http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html

2. Under 'Binaries, For Windows on Intel x86', select the PSFTP psftp.exe from the first set of downloads (for 32-bit machines) or the second set of downloads (for 64-bit machines) as shown below. It will ask whether you want to Run or Save the file. Select Save.
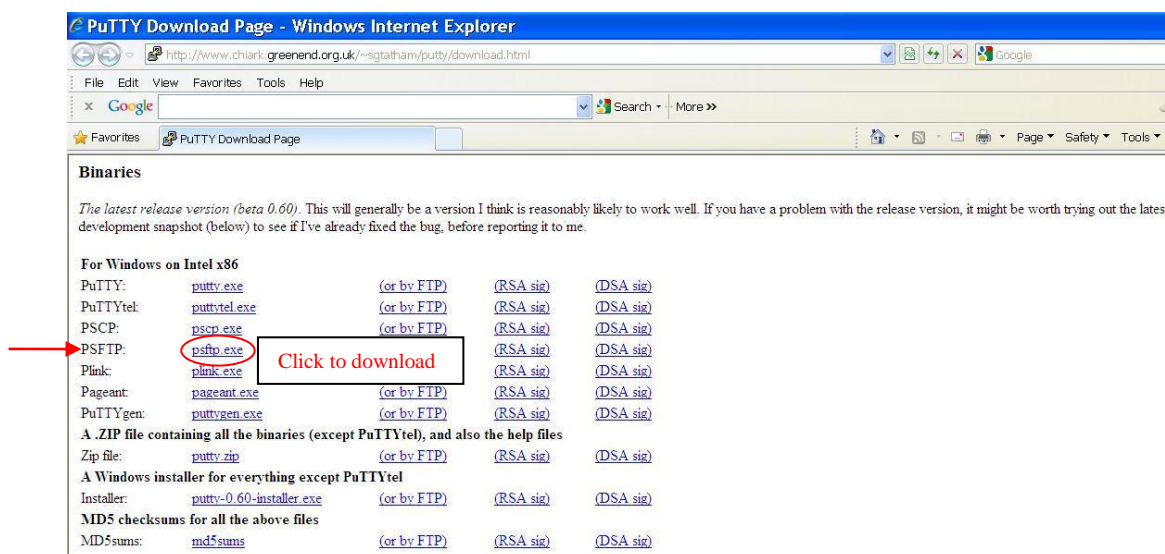
3. After you have completed downloading the PSFTP, open or run the psftp.exe to sign in to our server. *You will need to open or run the psftp.exe each time you wish to connect to DHMH for data transmission.*

4. A command window with psftp will open :
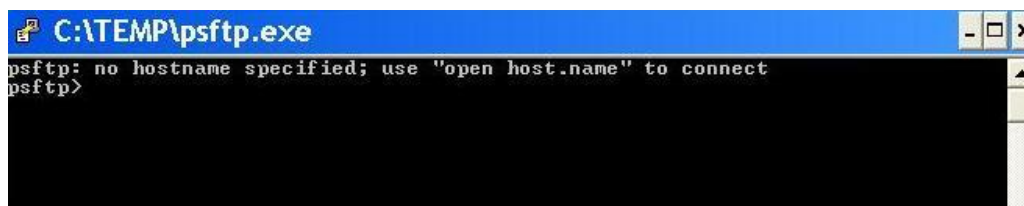
5. To connect to our server, please type the following:
"Open meaningfuluse.dhmh.maryland.gov" (or "Open immunet.dhmh.maryland.gov" for Immunization data only), and press the Enter key on your keyboard:

6. You will see the following screen as you connect the first time:
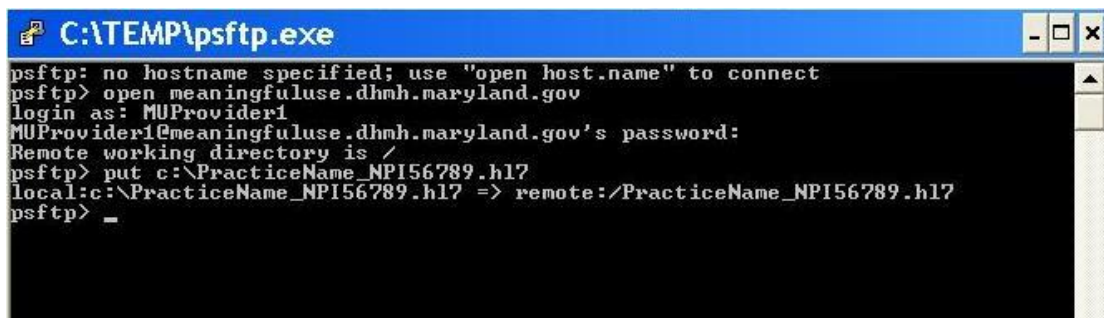
7. Type in 'y' as you have to accept and store the sFTP server credentials in your registry. Press Enter.

8. After you accept the credential key you will be asked to enter a username (login as) and password. *You must request a DHMH username and password.*

9. Once you are connected to our server, you can place your test file in our server by using the command 'put MyFileName'. For example, put c:\PracticeName_NPI56789.hl7

10. The last line (local:c:\MyFileName => remote:/MyFileName) indicates that your file has been placed in our server. You can now close out the psftp.exe window.

Note: *Please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.*